Review, Approve, and Reject the Application Form 1288

Scope

This procedure covers review, approval, and rejection procedures for those Application Form 1288 submitted by the States/Territories.

Policy

N/A

Responsibility
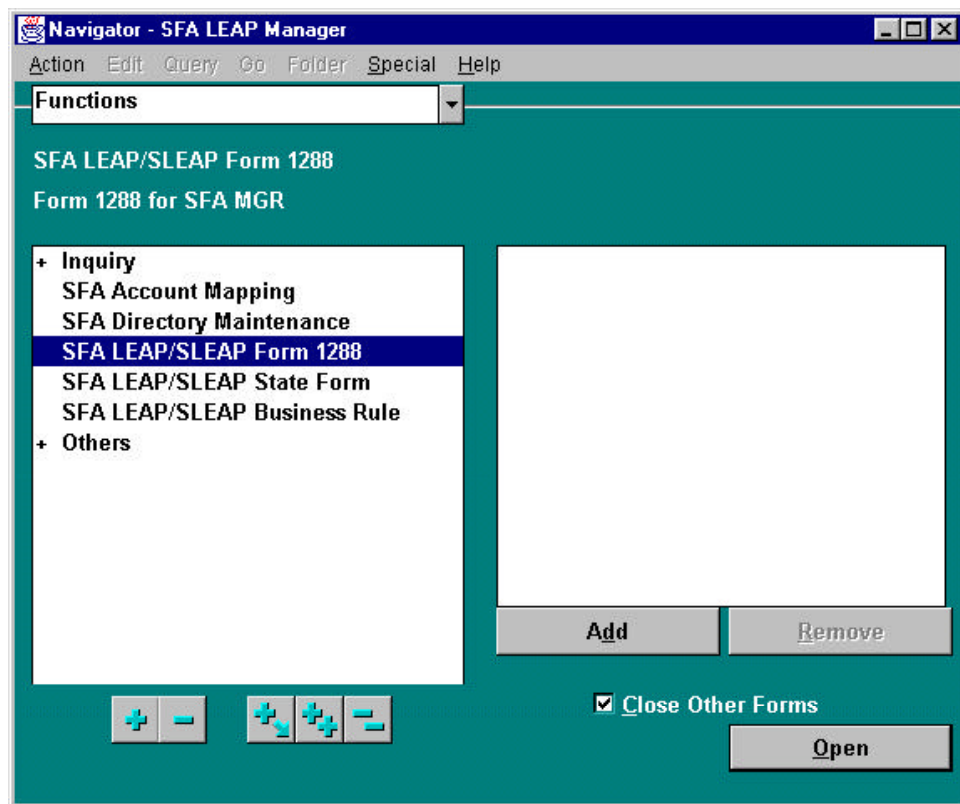
SFA LEAP Manager

Distribution
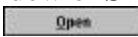
Ownership

N/A

Activity Preface

This section covers review, approval, and rejection procedures for those Application Form 1288 submitted by the States/Territories.

Review, Approve, and Reject the Application Form 1288-SFA LEAP Manager

1. Sign on to FMS using the SFA LEAP Manager responsibility. The following Window appears:

Form 1288 Review Process

2. *Double Click* SFA LEAP/SLEAP Form 1288 in the Navigator Window or **Single Click** SFA LEAP/SLEAP Form 1288 and **Click** the [Open] Button at the lower right corner of the Window. The following LEAP/SLEAP FORM 1288 Window appears:

FYI: Items 1-7 in Section A: State Agency and Contact Information will display pre-populated data with the most current contact information from the information entered in the SFA Directory Maintenance Window by the State/Territory. **Items 1-7** in the LEAP/SLEAP FORM 1288 Window above show sample information. All contact information is updated in the SFA Directory maintenance section.

3.   To automatically review the application, **Click** the [Review] Button. This will perform automated system checks.

To perform a visual review of each Section, follow the procedures in **steps 4 thru 18 below**:

4.   To review Sections B and C, **Click** the
| Section B: State Request for Federal Funds | Section C: State Matching Funds Available |
Button in the LEAP/SLEAP FORM 1288 Window. The following LEAP/SLEAP FORM 1288 - SECTIONS B & C Window appears:

FYI: Edits cannot be made when reviewing applications.

5. After reviewing the fields in this Section, **Click on the** ⊠ Button in the upper right portion of the LEAP/SLEAP FORM 1288 - Sections B & C Window to **Close** it.   This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

6. To review Section D, **Click** the `Section D: State Maintenance of Effort (MOE)` Button. The following LEAP/SLEAP FORM 1288 - Sections D Window appears:

7. After reviewing the fields in this Section, **Click** on the ⊠ Button in the upper right portion of the LEAP/SLEAP FORM 1288 - Section D Window to **Close** it.   This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

8. To review Section E, **Click** the
    Section E: Determination of Substantial Financial Need of Students Button. The following
    LEAP/SLEAP FORM 1288 - SECTIONS E Window appears:

FYI: Clicking the 17(f) button allows you to review the State forms on file.

9. After reviewing the fields in this Section, **Click** on the ☒ Button in the upper right portion of the LEAP/SLEAP FORM 1288 - Sections E Window to **Close** it.   This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

10. To review Section F, **Click** the
    Section F: Institutional Eligibility Within State Button. The following
    LEAP/SLEAP FORM 1288 - SECTION F Window appears:

11. After reviewing the fields in this Section, **Click** on the ☒ Button in the upper right portion of the LEAP/SLEAP FORM 1288 - SECTION F Window to **Close** it.   This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

12. To review Section G, **Click** the
    `Section G: State Program Names and Maximums` Button. The following LEAP/SLEAP FORM 1288 - SECTION G Window appears:

13. After reviewing the fields in this Section, **Click** on the ☒ Button in the upper right portion of the LEAP/SLEAP FORM 1288 - SECTION G Window to **Close** it.   This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

14. To review Section H, **Click** the `Section H: SLEAP Specific Information` Button. The following LEAP/SLEAP FORM 1288 - SECTIONS H Window appears:
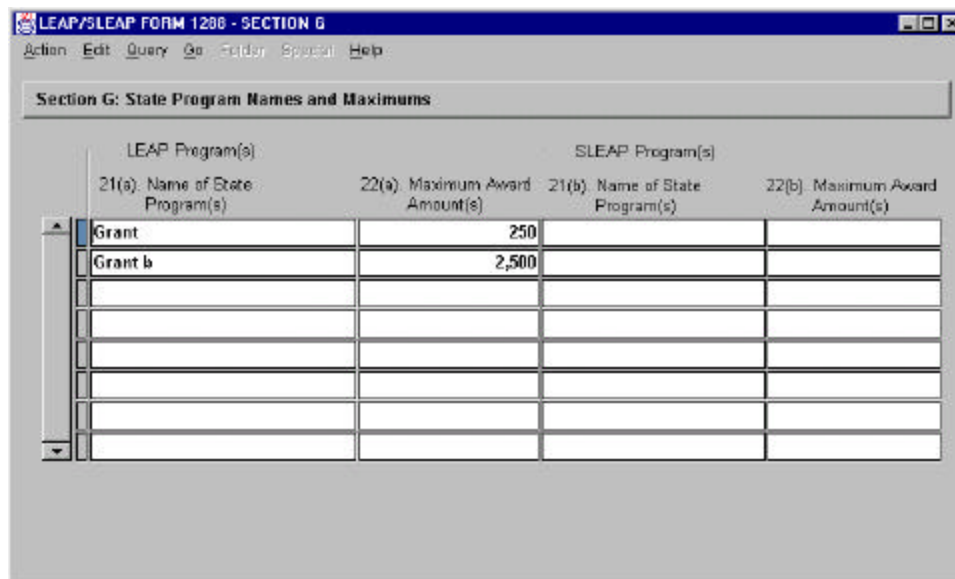
15. After reviewing the fields in this Section, **Click** on the [X] Button in the upper right portion of the LEAP/SLEAP FORM 1288 - SECTIONS H Window to **Close** it. This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

16. To review Section I, **Click** the Section I: Assurances and Signature Button from the LEAP/SLEAP FORM 1288 Window. The following LEAP/SLEAP FORM 1288 - SECTIONS I Window appears:

17. After reviewing the fields in this Window, **Click** on the [X] Button in the upper right portion of the LEAP/SLEAP FORM 1288 - SECTIONS I Window to **Close** it. This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

Form 1288 Approval Process

The following procedures show how to approve the Application Form 1288:

18. Sign on to FMS using the SFA LEAP FP Manager responsibility. The following Window appears:
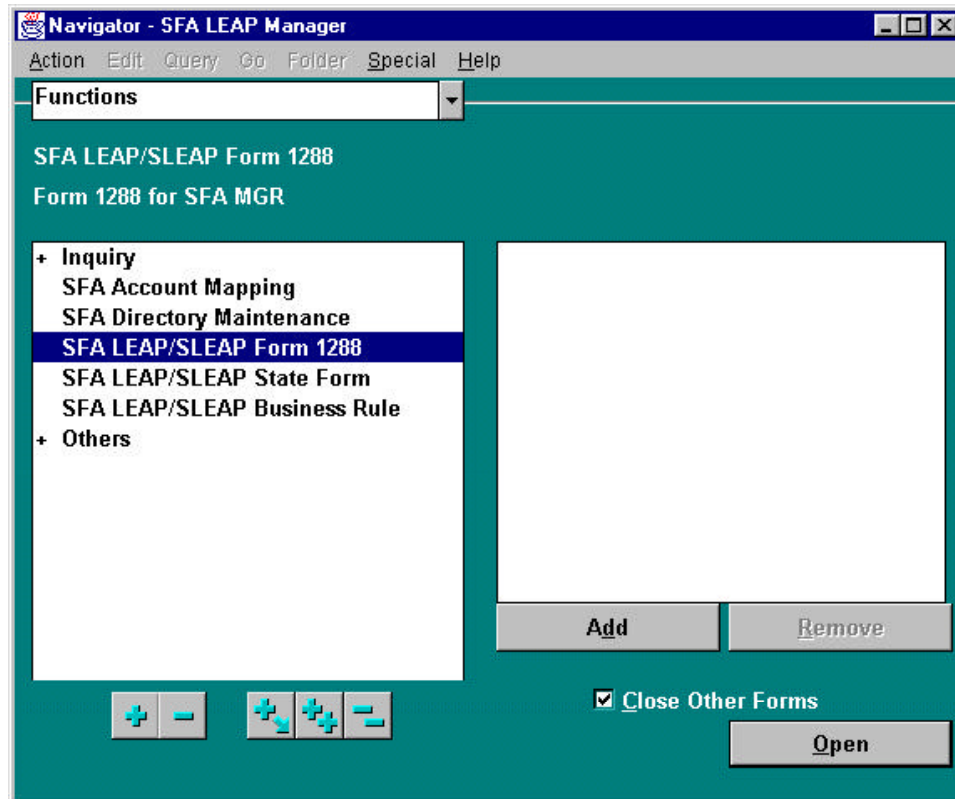
19. **Double Click** SFA LEAP/SLEAP Form 1288 in the Navigator Window or **Single Click** SFA LEAP/SLEAP Form 1288 and **Click** the [____Open____] Button at the lower right corner of the Window. The following LEAP/SLEAP FORM 1288 Window appears:

20. To approve the application, **Click** the [Approve] Button at the lower right portion of the screen.

FYI: Clicking the Approve or Review buttons will automatically trigger the LEAP/SLEAP Program Edit checks. A message window will appear for any edits that are detected.

21. After clicking the approve button, the following screen will appear:
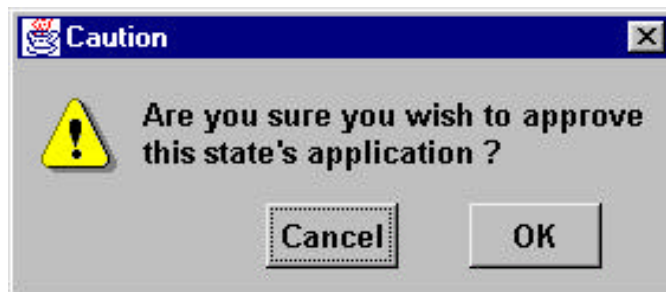
22. Click the [OK] Button.

FYI: After clicking the Approve Button, an E-mail will automatically be sent to the State/Territory who submitted the application advising them the application has been approved.

Form 1288 Rejection Process

The following procedures show how to reject the Application Form 1288:

23. Sign on to FMS using the SFA LEAP FP responsibility. The following Window appears:

FYI: A search for a rejected application cannot be performed due to rejected status not being maintained in the SFA Database.

24. **Double Click** SFA LEAP/SLEAP Form 1288 in the Navigator Window or **Single Click** SFA LEAP/SLEAP Form 1288 and **Click** the [Open] Button at the lower right corner of the Window. The following LEAP/SLEAP FORM 1288 Window appears:

25. To reject the application, **Click** the [Reject] Button at the lower right portion of the screen.

26. After clicking the Reject Button, the following Rejection Comment Field

will appear.

27. Type the reason for rejecting the application and then **Save** the application.

28. To Save and Close the form, **Click on the** [×] Button in the upper right portion of the Window to **Save** and **Close** it. This will take you back to the SFA LEAP/SLEAP FORM 1288 Window.

FYI: After clicking the Reject Button, an E-mail will automatically be sent to the State/Territory who submitted the application advising them the application was rejected and what Section/s need to be corrected. The State/Territory will then need to resubmit the application.

End of activity.

Start

Review, Approve, & Reject Application Form 1288-SFA LEAP Mgr

- Sign on to FMS using SFA LEAP Mgr responsibility. following Window appears: (1)
- Double Click SFA LEAP/SLEAP Form 1288 in Navigator Window or Single Click SFA LEAP/SLEAP Form 1288 & Click Button at lower right corner of Window. following LEAP/SLEAP FORM 1288 Window appears: (2)
- To automatically review application, Click Button. This will perform automated system checks. (3)
- To review Sections B & C, Click Button in LEAP/SLEAP FORM 1288 Window. following LEAP/SLEAP FORM 1288 - SECTIONS B & C Window appears: (4)
- After reviewing fields in this Section, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - Sections B & C Window to Close it. This will take you back to SFA LEAP/ SLEAP FORM 1288 Window. (5)
- To review Section D, Click Button. following LEAP/SLEAP FORM 1288 - Sections D Window appears: (6)
- After reviewing fields in this Section, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - Section D Window to Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (7)
- To review Section E, Click Button. following LEAP/SLEAP FORM 1288 - SECTIONS E Window appears: (8)

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- After reviewing fields in this Section, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - Sections E Window to Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (9)
- To review Section F, Click Button. following LEAP/SLEAP FORM 1288 - SECTION F Window appears: (10)
- After reviewing fields in this Section, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - SECTION F Window to Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (11)
- To review Section G, Click Button. following LEAP/SLEAP FORM 1288 - SECTION G Window appears: (12)
- After reviewing fields in this Section, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - SECTION G Window to Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (13)
- To review Section H, Click Button. following LEAP/SLEAP FORM 1288 - SECTIONS H Window appears: (14)
- After reviewing fields in this Section, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - SECTIONS H Window to Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (15)

Review, Approve, & Reject Application Form 1288-SFA LEAP Mgr

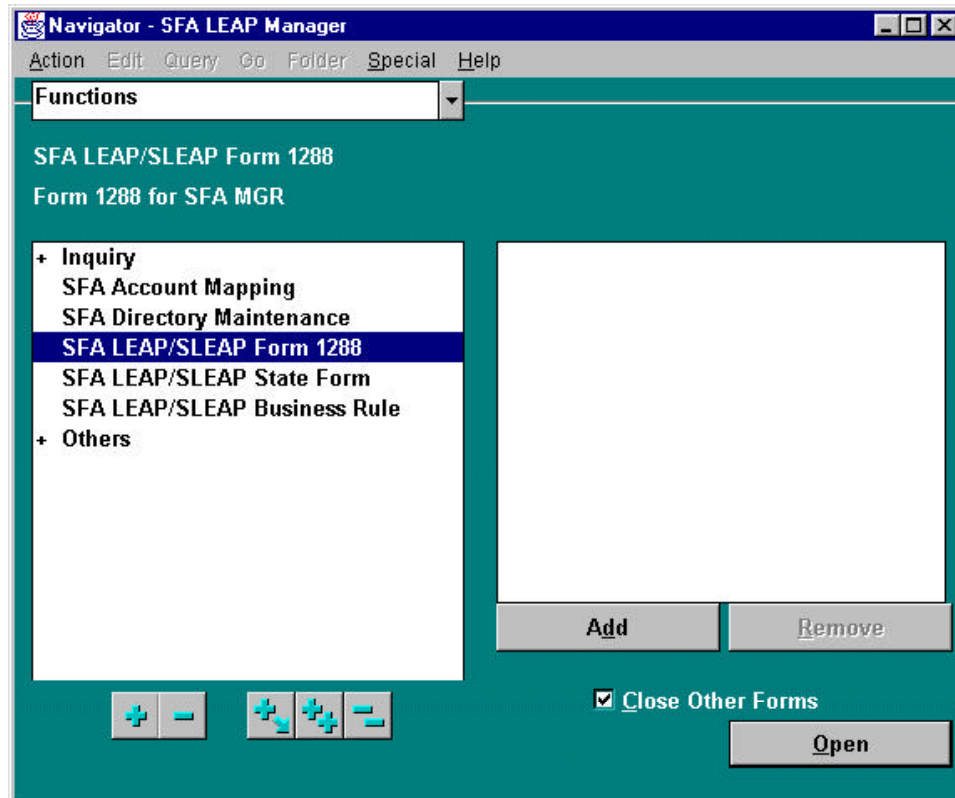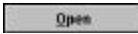- To review Section I, Click Button from LEAP/SLEAP FORM 1288 Window. following LEAP/SLEAP FORM 1288 - SECTIONS I Window appears: (16)
- After reviewing fields in this Window, Click on Button in upper right portion of LEAP/SLEAP FORM 1288 - SECTIONS I Window to Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (17)
- Sign on to FMS using SFA LEAP FP Mgr responsibility. following Window appears: (18)
- Double Click SFA LEAP/SLEAP Form 1288 in Navigator Window or Single Click SFA LEAP/SLEAP Form 1288 & Click Button at lower right corner of Window. following LEAP/SLEAP FORM 1288 Window appears: (19)
- To approve application, Click Button at lower right portion of screen. (20)
- After clicking approve button, following screen will appear: (21)
- Click Button. (22)
- Sign on to FMS using SFA LEAP FP responsibility. following Window appears: (23)
- Double Click SFA LEAP/SLEAP Form 1288 in Navigator Window or Single Click SFA LEAP/SLEAP Form 1288 & Click Button at lower right corner of Window. following LEAP/SLEAP FORM 1288 Window appears: (24)
- To reject application, Click Button at lower right portion of screen. (25)
- After clicking Reject Button, following Rejection Comment Field will appear. (26)

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Review, Approve, & Reject Application Form 1288-SFA LEAP Mgr

– Type reason for rejecting application & then Save application. (27)
– To Save & Close form, Click on Button in upper right portion of Window to Save & Close it. This will take you back to SFA LEAP/SLEAP FORM 1288 Window. (28)

End